



STATE OF CALIFORNIA
Department of Parks and Recreation
EXAMINATION ANNOUNCEMENT
PARK MAINTENANCE WORKER I
OPEN NON-PROMOTIONAL



AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.
QG90-6767 9PR29

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Parks and Recreation
POSITIONS EXIST	Statewide
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as of July 31, 2009, the final filing date . Applications are not accepted on a promotional basis.
WHERE TO APPLY	Applications are available and may be filed <u>in person</u> at the Department of Parks and Recreation, 1416 9th St, Rm. 1018, Sacramento, CA 95814 or <u>by mail</u> to the Department of Parks and Recreation, Attention: Examination Unit, P.O. Box 942896, Sacramento, CA 94296-0001 . <i>Do not submit applications to the State Personnel Board.</i> (YOU MUST INCLUDE EXAM CODE: 9PR29 ON YOUR APPLICATION.) For further information regarding this exam you can call (916) 651-0438.
FINAL FILING DATE	Applications (Form 678) must be postmarked no later than July 31, 2009, the final filing date . Applications postmarked after the final filing date will not be accepted for any reason.
WRITTEN TEST DATE	Anticipated to be September/October 2009.
SALARY RANGE	\$2929 - \$3497
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A departmental eligible list will be established for the Department of Parks and Recreation. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for this examination by July 31, 2009, the final filing date.</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p> <p>All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.</p> <p>Pursuant to Government Code 18935(b), candidates with <u>permanent</u> status at the Park Maintenance Worker I level or above, may not be eligible to apply for this examination.</p>

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**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Possession of a valid California driver's license. **and**

Either I

Two years of experience in the California state service performing the duties of a Park Maintenance Assistant.

Or II

Two years of experience in a construction, building repair, or mechanical trade.

POSITION DESCRIPTION

A Park Maintenance Worker I does carpentry, painting, electrical, plumbing, masonry, roofing and other work in the maintenance, repair and construction of a wide variety of park structures, utility systems, roads, and other facilities; clears and maintains trails; fights structural and forest fires; protects natural resources from destruction by constructing erosion control, diversion and drainage facilities; maintains trees, shrubs, lawns, flowers, and native vegetation; when necessary cleans campgrounds, picnic sites and other public facilities and collects and disposes of refuse; accounts for supplies and equipment use; operates and performs routine preventive maintenance on a variety of vehicles, such as trucks, beach cleaners, small tractors and mowers; answers routine questions of the public; administers first aid; prepares reports; keeps records; leads and trains a crew of maintenance employees.

**EXAMINATION
INFORMATION**

The examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE EXAMINATION WILL BE DISQUALIFIED.**

**SPECIAL PERSONAL
CHARACTERISTICS**

Ability to work independently without close supervision; willingness to work outdoors in various types of weather to properly perform duties related to job; willingness to work in unpleasant conditions (e.g., bad weather, around sewage) to properly perform duties related to job; willingness to work in hazardous situations (e.g., around sewage, chemicals) to properly perform duties related to job; willingness to work at various locations throughout the State; willingness to work on Saturdays, Sundays, and holidays and at odd or irregular hours; physical strength and agility; willingness to participate in pre-employment and random drug screening tests for specific work locations or as required by license; willingness to conform to departmental uniform requirements.

**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

In appraising the relative qualifications of candidates, consideration will be given to readily recognized indications of skill, knowledge or competence in the crafts or trades field such as broad experience or formal training in a construction or building trade.

**VETERANS'
PREFERENCE CREDITS**

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

CAREER CREDITS

Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. (See "General Information" on this bulletin for information regarding career credits.) Competitors eligible to receive career credits must indicate this in Section 4 of the application **Form STD. 678.**

**CONFIDENTIALITY AND
SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

WRITTEN TEST
(Weighted 100%)

Scope:

A. Knowledge of:

1. When and how to properly use personal protective equipment (e.g., gloves, respirators, safety goggles) to ensure the safety of oneself while performing work tasks.
2. Construction and maintenance safety practices to ensure the safety of oneself and others while performing work tasks.
3. How to properly and safely use general maintenance tools and equipment (e.g., ladders, dollies, hammers, wrenches, screwdrivers) to repair State Park property.
4. Plumbing techniques and procedures to repair and maintain facilities on State Park property.
5. How to properly and safely use various gasoline/electric powered tools (e.g., chain saws, table saws, drills, power washers, augers, wood chippers) to maintain State Park property.
6. Electrical techniques and procedures to repair and maintain facilities/utilities on State Park property.
7. Procedures used to safely lift and transport heavy objects to ensure the safety of oneself while performing work tasks.
8. Carpentry techniques to repair wooden structures/facilities on State Park property.
9. Commonly used building materials utilized in the construction, repair, and maintenance of buildings, roads, and utilities to ensure proper materials are used to complete work activities.
10. Painting and staining techniques and procedures to maintain equipment and/or facilities on State Park property.
11. How to properly use various industrial soaps and cleaning solvents to ensure the products are used safely and effectively.
12. How to properly and safely use various landscaping tools (e.g., shears, loppers, tree saws, wheel barrows) to maintain landscape of State Park property.
13. Basic measurements (e.g., tsp, Tbsp, quart) to measure, mix, and apply various chemical solutions.
14. Roof repair techniques and procedures to repair and maintain roofs on State Park facilities.
15. Masonry techniques and procedures to build, repair, and maintain facilities on State Park property.
16. Vehicle engine parts and their basic functions to perform preventative and light maintenance on vehicles.
17. The materials used to construct paths, walkways, and/or trails to ensure they are constructed safely and properly.
18. How to properly and safely use various concrete finishing tools (e.g., trowels, tampers, and floats) to repair concrete on State Park property.
19. The procedures used to install and repair ground sprinkler systems (including control valves, sprinkler heads, pipes, and timers) to ensure lawns are properly watered.

B. Ability to:

1. Work as a team when necessary to complete the duties of the job in a cohesive and professional manner.
2. Maintain cooperative relations with various individuals (e.g., coworkers, the public) in the course of completing work assignments to ensure a cohesive work environment and to represent the Department in a professional and courteous manner.
3. Work quickly and accurately in situations where there is time pressure or emotional strain to properly perform duties related to job.
4. Comprehend policies, procedures, orders, rules, and other related written documents/materials to perform the duties of the job.
5. Lead maintenance personnel to ensure tasks are performed timely, effectively, and safely according to Departmental standards.
6. Develop practical solutions to problems to make sound decisions.
7. Work with various individuals/groups/classifications from within and outside the department (e.g., Cal Fire crews, CCC crews, probation, volunteers, visitor services, guides) to complete and/or oversee work activities.
8. Train maintenance personnel to ensure tasks are performed safely and effectively.
9. Recognize or identify the existence of problems in order to offer proposed solutions.
10. Make sound decisions given available information and situational parameters.
11. Multitask in rapidly changing situations to properly perform the functions of the job.
12. Analyze information to develop logical conclusions.
13. Analyze mechanical problems to assess the situation and take corrective action.
14. Understand mechanical relationships in order to use a variety of mechanical tools and/or equipment.
15. Generate or conceive new or innovative ideas or solutions to solve a problem and/or handle situations arising in the course of performing assigned work activities.

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WRITTEN TEST
(Weighted 100%)

C. Skill to:

1. Communicate effectively with a variety of individuals (e.g., coworkers, other departmental personnel, members of the public) to relay and receive information accurately.
2. Read and follow written directions in English related to work assignments/tasks needing to be completed to perform job related tasks.
3. Read in English to understand various work related documents (e.g., work related procedures, technical documents, instruction booklets).
4. Perform basic arithmetic operations of addition, subtraction, multiplication, and division to calculate amount of materials needed and/or total amounts of chemical used.
5. Write in English using proper spelling, sentence structure, and grammar to produce clear and concise written materials (e.g., reports, memos, briefing notes, forms, letters, logs).
6. Use a calculator to compute basic mathematical calculations (addition, subtraction, multiplication, division).
7. Calculate equations to estimate amounts and/or calculate areas.
8. Utilize measurements (e.g., tsp, Tbsp, quart) to measure, mix, and apply various chemical solutions.
9. Maintain accurate and detailed records/notes/logs to document work related activities and to use in the preparation of more formal reports.
10. Interpret measure conversion charts to ensure proper mixture of chemicals/various products.
11. Keep records appropriate to a facility/park in order to comply with documentation policies.
12. Write reports that are complete and accurate to provide a thorough representation of the purpose.
13. Read blueprints and plans to conduct facility maintenance and repair activities.
14. Read maps to determine geographic locations.

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GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Parks and Recreation, (916) 651-0438, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Parks and Recreation, (916) 651-0438, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department of Parks and Recreation.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Parks and Recreation reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. In addition locations of oral interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans' Preference Credits: California law allows granting of veterans' preference credits in open entrance examinations and open-nonpromotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open-nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference credits are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, 1227 O Street, Sacramento CA 95814.

Career Credits: In open-nonpromotional examinations, career credits are granted to: 1) state employees with permanent civil service status, 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application form STD. 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DEPARTMENT OF PARKS AND RECREATION

Personnel Office/Examination Unit 1416 9th Street, Room 1018, Sacramento, CA 95814 (916) 651-0438

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)